



People Making  
A Difference!

**Idaho  
State Government**

**Legislative Services  
Office**

Kristin Ford, Div. Mngr.  
Legislative Svcs. Office  
Research and Legislation  
PO Box 83720  
Boise, ID 83720-0054

**WEBSITE:**

[www.legislature.idaho.gov](http://www.legislature.idaho.gov)

**EMAIL:**

[jobapp@lso.idaho.gov](mailto:jobapp@lso.idaho.gov)

**Non-Classified  
Opening**

# Legislative Session Digital Document Specialist

## Non-Classified Classification

### Legislative Services Office

**Open for Recruitment:** October 22, 2021 – November 5, 2021

**Announcement #**

**Salary Range:** \$17.00 - \$18.00 per hour

**Location(s):** Capitol Building, Boise

**SPECIAL NOTIFICATION:** This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

### **Temporary Part-time Position for the 2022 Legislative Session**

**(Session Begins January 10, 2022)**

**Responsibilities:**

- Perform typing and word processing tasks to maintain conformity in the Idaho Code
- Accurately input data from paper formats into digital files
- Track paper and electronic copies of legislation
- Maintain confidentiality of proposed legislation
- Other clerical duties as assigned

**Minimum Qualifications:**

- Experience in data entry or as a typist preferred
- Knowledge of proofreading methods and marks preferred but not required
- Exceptional attention to detail with an ability to spot errors
- Ability to maintain a high level of accuracy under deadlines
- Familiarity with a variety of documents and types of word processing software
- Strong verbal and written communication skills
- Strong time management and organization skills

Candidates must have open availability during office hours Monday through Friday and flexibility to work additional hours when needed. This position requires sharing office space and working with a proofreading partner.

**To Apply:**

Email or mail cover letter, resume, and professional references by Friday, November 5, 2021, to:

Email: [jobapp@lso.idaho.gov](mailto:jobapp@lso.idaho.gov)

Research and Legislation Division  
Legislative Services Office  
P.O. Box 83720  
Boise, ID 83720-0054

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.